

GENERAL INFORMATION & PHILOSOPHY

DAY NURSERY PROGRAM

ELIGIBILITY:

Enrollment in day care is limited to 46 children. Subsidies are available for up to 46 children as well.

Our day care is fully integrated for children with special needs.

Maximum of 45 children. Six (6) children 0-18 months of age, fifteen (15) children 18 months - 30 months of age, twenty-four (24) children 30 months of age up to and including 5 years of age.

HOURS OF OPERATION:

Monday to Friday: 7:30 a.m. - 5:45 p.m.

All statutory holidays will be observed.

Christmas vacation: We will be closed between 12:00 p.m. Christmas Eve and New Year's Day.

FEES:

Fees are payable two weeks in advance upon receipt of your invoice which will be issued twice a month.

ADMISSION:

Appropriate arrangements for the admission of each individual child will be made by the Manager in consultation with his/her parents. A client contract must be signed.

DISCHARGE:

Two weeks' written notice will be required in the event that a child is to be withdrawn from the centre.

PICK UP / DROP OFF TIMES:

We ask that you drop off and pick up your child within 15 minutes of your hours of school or work in order that we may satisfy the government's criteria for staffing. We will be inserting your designated time in our Child Care Client Contract with you. In the event that you are not working or going to school on a particular day, we ask that if you continue to bring the child/ren to day care, his/her hours that day are 9:30 to 3:30.

Initial Parent Information (continued)

PHILOSOPHY:

An important goal for Superior Children's Centre is to foster self confidence and the ability to cope with problems of both a social and intellectual nature in the developing child and to provide activities that are appropriate to his/her emerging capabilities.

An equally important goal of our program is to enhance the natural tendencies of the child to be active and to take initiative in learning to be curious, alert, creative, imaginative and resourceful.

The philosophy of Superior Children's Centre is not so much to teach the child specific skills, but to help him/her develop the physical, emotional, social and intellectual qualities that can ensure fulfilment in his/her personal life and assist each child in coping with demands society may place upon him/her.

A warm, nurturing and inviting environment will be provided based on the individual needs of each child.

PARENTAL INVOLVEMENT:

Parents are encouraged to visit the Superior Children's Centre at any time and parental input and suggestions are welcome.

BEHAVIOUR MANAGEMENT:

Children are disciplined at Superior Children's Centre in a positive manner and in a way that is appropriate to their age level and their actions. Discipline is used as a tool to promote self-discipline.

Children in our programs will be disciplined in the following ways only.

- The child will be given a statement regarding the behaviour that you request of him/her.
- The child will be encouraged to verbalize his/her feelings as opposed to taking physical action.
- If necessary children will be redirected to another activity.
- We will use logical consequences as a reaction to the child's actions.
- No child will be forced to eat food that they do not care for.

FIELD TRIPS:

Parental permission will be required for any activities which do not take place on the premises.

Field trips will be held on a regular basis, where possible.

Initial Parent Information (continued)

SPECIAL NEEDS:

We will work with early Learning Resources and will attempt to ensure that a resource teacher will be available while children with special needs are registered. This teacher will be responsible, in cooperation with licensed staff, for the development and implementation of individual program plans based on the needs of each child.

GENERAL INFORMATION:

When your child starts child care... He/she will need:

- a blanket for sleep time
- a pair of shoes, preferably running shoes as these provide good gripping on all floors.
- a complete change of clothes for accidents, spills etc.

We cannot be responsible for anything that is lost.

Please label all of these items!

Our policy regarding bringing toys from home to the Centre is as follows: cuddly toys for sleep time are permitted, but other toys such as cars, dolls, balls should be left at home. We are unable to supervise these safely and are also unable to ensure that the other children don't take them by mistake. Arguments can also arise over toys brought from home.

Bringing toys from home **is allowed only** in the **Before & After School Program**. Please have toys labelled with your child's name. We are not responsible for lost or damaged toys.

Please leave food and/or treats such as gum at home or in the car. The children have a morning and afternoon snack as well as lunch at 11:45 a.m. and shouldn't require anything else. You may check the snack & lunch provided each day as it is posted on the bulletin board.

Your child's progress will be monitored continually...if a problem arises that we are concerned about we will discuss this with you and investigate possible solutions accordingly.

OUTSIDE:

The children are required, in the *Day Nurseries Act* to be outside for an hour in the morning and an hour in the afternoon, weather permitting. If your child is unable to play outside due to illness, then he/she should be at home during this illness. We are not staffed in a way that would enable one child to stay in, unless it was an emergency.

Please ensure that your child/ren is dressed warmly for school. In the winter a snowsuit with leggings, boots, mittens, a hat and scarf are required. Extra mittens would be helpful when one pair becomes wet.

Rain boots and raincoats during rainy seasons would also be beneficial.

SUPERIOR CHILDREN'S CENTRE

Day Nursery Program

Parent Questions:

What are the hours and days of your program?

The Centre is open from 7:30 a.m. to 5:45 p.m. from Monday to Friday. There are full day, half day, before and after school programs available as well as flexi care.

At what age can my child attend Day Care?

Your child can be anywhere from 1 month to 12 years of age. If we cannot accommodate your child, you may wish to enroll your child in Home Child Care.

What will I pay for Day Care?

You may pay anywhere from \$4.16 to \$35.00 based on hours and days care is required.

What will I pay should I qualify for subsidy?

You may pay anywhere from \$0 to \$35.00 per day depending on a sliding scale based on your everyday living expenses. Many people find they are eligible for reduced rates and are encouraged to apply for these.

Who can enroll in Day Care?

Child care is available for everyone. We provide care to children of working parents and those enrolled in school. Parents at home who wish to enhance their child's socialization and school readiness skills may register for up to five mornings a week from 9:00 a.m. - 11:30 a.m.

What are the requirements for enrollment?

Your child must have a medical completed and you must provide a record of immunization prior to the starting date. Parents must complete a registration form and meet with the Manager to discuss the child's enrollment, various aspects of the program and to sign a parent contract. Prior to commencement, you are more than welcome to visit the Centre.

Why should I enroll my child in Day Care?

We provide:

- A warm nurturing environment.
- An opportunity for children to have fun and socialize with their peers.
- A flexible program with a variety of age appropriate activities.
- An opportunity to enhance the child's social, physical, emotional and intellectual development.
- Freedom to explore activities at one's own pace.
- Qualified early childhood educators.
- Nutritious lunches and snacks.
- Consistent, quality care for parents who have outside commitments (i.e. work, school).

Parent Questions (continued)

What requirements must one meet to become a staff member?

Staff must:

- possess a diploma in Early Childhood Education and/or its equivalent.
- have a medical and tuberculosis test when starting work and boosters thereafter.
- be trained in First Aid and C.P.R.
- personal references as well as police checks are also required for each individual.

What will my child do at Day Care?

Your child will have both free play and structured play time, outdoor time, circle time, snack, lunch and rest time (depending upon the length of care required). Your child will also have a lot of opportunities to play with other children.

What activities will be offered?

Activities will be child initiated and will be geared to the child's individual needs, ages and interests. Activities include: arts and crafts, song and story time, cooking, baking and science experiments, creative movement, outdoor activities, gross and fine motor activities, dramatic and imaginative play. Special activities such as field trips and community visitors are also included.

Does my child have to be toilet trained?

We will accept children who are still in diapers. The staff will develop a program with you to toilet train each child when he/she is ready.

How will staff discipline my child?

Children are disciplined at Superior Children's Centre in a positive manner and in a way that is appropriate to their age level and their actions. Discipline is used as a tool to promote self-discipline.

Children in our programs will be disciplined in the following ways only.

- The child will be given a statement regarding the behaviour that the staff requests of him/her.
- The child will be encouraged to verbalize his/her feelings as opposed to taking physical action.
- If necessary children will be redirected to another activity.
- We will use logical consequences as a reaction to the child's actions.
- The child will never be put in a corner of a room.
- No child will be refused dessert.
- No child will be forced to eat food that they do not care for.

Parent Questions (continued)

For Younger Children

After two separate discussions with the child over the same negative behaviour the staff may then redirect the child to another activity.

For Older Children

We will use positive language and reinforcements to help redirect your child towards acceptable behaviour. A child may be asked to change their activity if they have difficulty getting along where they are currently playing. Each child is encouraged to express all feelings verbally. Teachers acknowledge the child's rights to have a variety of feelings and help him/her to express these in a constructive manner.

The Behaviour Management Policy & Procedures will be reviewed with staff twice a year.

Will my child be served food?

Depending upon the length of the child's day, they will receive two snacks am and pm and a hot lunch. All foods served are nutritious and based on Canada's Food Guide. Menus are posted for parents viewing.

Will my child receive individual attention?

Your child will be acknowledged as an individual throughout the day through regular conversation and will also have opportunities for one on one experiences with the teachers. Children are always praised for their efforts and given emotional support when needed.

What will happen when my child is sick?

A daily observation is made of each child upon arrival. If the child is found to be ill he/she will not be able to attend on that day. When a child is sick you will be notified and depending upon the severity of the illness, the child will be allowed to rest and/or may be isolated from children until a parent or designated adult arrives.

Does my child have to nap?

Children that attend Superior Children's Centre for a full day will be required, according to the *Day Nursery Act*, to rest. At this time we are able to offer children attending school half a day the opportunity to engage in alternative activities outside the sleep room.

Can I visit my child and/or participate in activities at the Centre?

Parents are more than welcome to visit our Centre and participate in any of the activities.

Will I know how my child is doing?

The staff and Manager will be available at all times to discuss any questions or concerns you, as a parent, may have. Daily activity sheets are provided as a record of your child's day care experiences.

Registration Form

Child's Name: _____ Sex: _____

Date of Birth: _____

Languages: English _____ French _____ Other _____

Address: _____ P.O. Box _____

Telephone: _____

Mother's Name: _____ Occupation: _____

Business Telephone: _____

Father's Name: _____ Occupation: _____

Business Telephone: _____

Child's School: _____

Family Physician: _____

(If none, Lady Dunn General Hospital Telephone No: 856-2335, Government Rd.)

Address: _____ Telephone No: _____

Health Card No.: _____ Immunization record: yes/no
(Optional)

Emergency Contacts: _____ PH: _____

_____ PH: _____

_____ PH: _____

Permission to release my child(ren) to:

_____ PH: _____

_____ PH: _____

_____ PH: _____

Does your child have any allergies? _____

Commencement Date: _____ Parent Signature: _____

Managers Signature: _____ Date: _____

Intake Coordinator's Signature: _____ Date: _____

SUPERIOR CHILDREN'S CENTRE
INFORMATION SHEET FOR PARENTS

Program Registered For: _____

Child care agreement for the care of: _____

Address: _____ Phone #: _____

Emergency # & Contact Person (other than parent): _____

Special arrangements: (as applicable) _____

Clothing (parent to bring) _____

Food (if parent is to supply) _____

Hours negotiated for childcare.

Child arrival time: _____ Departure time: _____

Days of the week: _____

Beginning date: _____

Overtime arrangement costs: _____

Charges for late pick-ups: \$1.00 for every five minutes late.

On scheduled days to attend, regular charge will be applied if child does not attend.

Information Sheet (continued)

Allowable days out of program are determined by which program your child is attending. These are prorated based on your client contract and full/part time enrolment.

Discuss: Discipline
 Drug administration form
 Illness (when not to attend)
 Daily Activities

Notice to be given for any change in parent contract or termination of arrangements: 2 weeks

Payment and receipt arrangements: Parents will sign child in and out. Centre will bill parent twice monthly. Parent pays Centre upon receipt of invoice. Tax receipts issued annually.

Consent forms signed: DAY NURSERY

- _____ Emergency Medical Release
- _____ Permission to Release to
- _____ Consent for Photographs
- _____ Sunscreen Consent
- _____ Consent for Walks

Manager's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

SUPERIOR CHILDREN'S CENTRE

DAY CARE CLIENT CONTRACT

I hereby certify that I understand and will abide by the policies of the agency, including the following:

1. You will comply with the arranged hours of day care from ____ to _____. Day care is provided only for the hours you are working or in school and reasonable transportation time to and from the daycare.
2. You will advise the Manager of any special conditions that surround the care of their child in writing and will comply with the Policy for Special Requests.
3. You will advise the Manager of any allergies or special dietary or eating problems of the child. In the case of special diets, it will be necessary for you to supply the required foods.
4. You will supply diapers, diaper wipes, comb/brush and face cloth as necessary.
5. You will sign agency Medical and Transportation Consent Forms as well as provide the Centre with information to maintain a current list of emergency contacts and people to pick up your child. If any changes occur with these lists it is your responsibility to notify the Manager.
6. In order to ensure the safety of the children in the agency's care, any person picking up your child who is not familiar to the Staff members who are present, will be asked for formal identification, usually a driver's license.
7. You will supply and instruct the Day Nursery regarding any necessary medical treatment.
8. You will inform the Day Nursery as soon as possible if their child will not be present at school on a particular day.
9. You agree to keep the child at home or make alternate arrangements if he/she has and infectious or serious illness which could infect others in the Day Nursery. If you are called during the day and informed of a child's illness, it is your responsibility to pick your child up from the Day Nursery as quickly as possible. To this end, please be sure the emergency contacts on the child's form are available and willing to do this when they are called instead of you.

Day Care Client Contract (continued)

- 10. You will discuss progress and/or concerns regarding the child or the daycare arrangement with the Manager. Day Nursery Staff/Supervisor will discuss program and/or concerns that arise during a day with parents as well. If a problem persists, a meeting will be set up between parents and staff. It is your responsibility to attend these meetings.
- 11. You will ensure your child has removed their outer clothing and is in the Day Nursery or under the direct supervision of a Day Nursery staff member before leaving the building.
- 12. You will ensure that the child has a clean change of indoor clothing, a blanket for rest time and a pair of rubber soled shoes for safe indoor play. Appropriate outdoor clothing should be provided at all times.
- 13. You agree to maintain your account in good standing.
- 14. You agree to pay a two week advance payment based on their child's regular attendance. This will be applied to your first billing.
- 15. You agree to give the agency at least 2 weeks notice of vacation or termination. . Summer vacations will require eight weeks notice or parents will be charged accordingly.
- 16. You agree to keep the agency advised of any changes in address, employment, telephone numbers, emergency contacts, child's medical condition, or consents.

Please note that failure to comply with the above conditions may result in termination of your day care arrangement.

Parent

Manager

Date

Intake Coordinator

cc Agency file

**SUPERIOR CHILDREN'S CENTRE
MEDICAL**

A. Name of Child: _____ **Name of Parent:** _____
Surname Given Name

Date of Birth: _____ **Sex:** _____ **Address:** _____

Weight _____

Telephone: _____

B. Medical History (Please give dates)

Has your child had:

Measles	_____	U.R. Inf.	_____
Scarlet Fever	_____	Tonsillitis	_____
Whooping Cough	_____	Epilepsy	_____
Mumps	_____	Heart Disease	_____
Poliomyelitis	_____	Allergies	_____
Eye Status	_____	Operations	_____
Ear Status	_____	Others	_____
Skin	_____		_____

Does your child have any problems with the following: (Remarks, History, Findings, Comments, etc.)

Vision and Eyes	_____	Hearing and Ears	_____
Nose and Throat	_____	Teeth and Mouth	_____
Glands	_____	Heart and Circulation	_____
Resp. System	_____	Stomach/Internal	_____
Skin	_____	Urinalysis	_____

1. Does your child have any condition requiring medical attention?

Please comment:

2. Is your child free from communicable diseases? Yes _____ No _____

If no please comment:

Additional Comments:

Date: _____

Parent's Signature: _____

SUPERIOR CHILDREN'S CENTRE

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

I, _____, authorize and direct Superior Children's Centre to take any necessary action to provide medical treatment to my child if injured while he/she is in attendance in a licensed program. This authorization will be exercised according to the Contact Procedure Policy.

Parent or Guardian's Name: _____

Signature: _____

Address: _____

Telephone Number(s): _____

Health Card (Optional): _____

Date: _____

SUPERIOR CHILDREN'S CENTRE CONSENT FORMS
FOR WALKS, SUN SCREEN AND PHOTOGRAPHS

I hereby grant my child/ren, _____
permission to go on walks. The child/ren will either be holding onto a Staff member's hand,
a partner's hand, attached to a long rope, or, if old enough, walking beside an adult.

I hereby give my permission for a Staff member to apply sunscreen to my child/ren
_____ during sunny days.

I, _____, give my permission for my
child/ren _____ to be photographed and/or videotaped for use
by Superior Children's Centre and for possible inclusion on their website.

Date

Parent's Signature

Date

Manager's Signature

Date

Intake Coordinator